

Wellington Town Council

Town Mayor
Cllr Lesley Street



Town Clerk
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POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on **Tuesday, 6th December 2011** commencing 7:30pm.

Present: Cllr S deLauney, Chairman Cllr G Riley, Deputy
Cllr F Burns Cllr D Chaplin
Cllr C Lewis Cllr R Perkins
Cllr B Tillotson Cllr Mrs L Street (ex-officio)
Sgt Russell Yeomans and Inspector Lonsdale, West Mercia Police
(for Item 6)

In attendance: Howard Perkins, Town Clerk

80/11 Welcome & Introductory Remarks

The Chairman welcomed all Members to the meeting.

81/11 Apologies for absence

None.

82/11 Declarations of Interest

Members need only declare any interests they may have in items of interest in the Agenda.
None.

83/11 To confirm the minutes of the last meeting held on Tuesday, 1st November 2011 (approved by Full Council)

Proposed by Cllr Perkins, seconded by Cllr Tillotson, and RESOLVED UNANIMOUSLY that the Minutes of the last meeting be approved and signed by the Chairman as a true and accurate record.

84/11 Matters arising from those Minutes

- i) **Minute 72/11 (i) Poles and brackets:** the Clerk reported the installation of the poles and the delay with the installation of the new fixed bollards until mid-December. These were required to control traffic satisfactorily in Walker Street. Noted and agreed.
- ii) **Minute 72/11 (ii) Town Clock:** The Clerk reported the affixing of the plaque to the new box. This work had been undertaken by Midland Coating Removal Process and CVRS for no charge.
- iii) **Minute 72/11 (iii) Grit Bins:** A request had been received from Cllr Forster for the installation of another grit bin at Cound Close. It was proposed by Cllr Burns, seconded by Cllr deLauney and RESOLVED UNANIMOUSLY to RECOMMEND the Town Council to approve this request at an initial cost of £140 plus an annual cost for filling of £40.
- iv) **Minute 77/11 Applications for match funding:** Cllr Mike Ion: A request had been received for match funding from the Town Council for:-

- £200 Wellington Scout Group - new fridge
- £250 All Saints Open Doors - new TV
- £200 New College Hardship Fund
- £200 Regent Street/Urban Gardens Residents' Group
- £150 Shropshire Islamic Foundation football Team

A similar request for £300 match funding for a notice board had been received from Cllr John Thompson. After a full discussion, members agreed to recommend the Town Council not to award match funding for any of these schemes but to request individual applications for LGA 1972, Section 137 minor grants funding for each scheme. This was because, in most cases, equal match funding from the Borough council was not being demonstrated.

85/11 Correspondence

- i) **Katrina Baker: Parish Charter:** The Clerk reported receipt of a letter from Katrina Baker enquiring whether the Town Council were satisfied with the Parish Charter. Members agreed they were.
- ii) **Cllr R Sloan: "Your Money, Your Project" application:** The Clerk reported receipt of a letter from Cllr Rob Sloan giving details of the allocation of £1000 for the illumination of Orleton Lane footbridge. No match-funding was required. Noted, with thanks, and agreed.
- iii) **West Mercia Police: application for grant:** the Clerk had received a written application for a grant received from West Mercia Police at Wellington, towards meeting the annual running cost of £3,036 for their ex-Town Council funded Vauxhall Corsa police car. Sgt Yeomans and Inspector Lonsdale attended for this item and explained the background to this request. Members discussed the advantages and disadvantages of further leasing proposals, following which it was proposed by Cllr Perkins, seconded by Cllr Burns and RESOLVED TO RECOMMEND the Town Council to make financial provision for a grant of £3,000 annually for each of the next three financial years to meet the request of the Police, the precise details of which were yet to be agreed.

(Members then resumed and completed the proceedings of their Personnel Sub-Committee)

- iv) **Proposed Traffic Regulations Order for car parking:** The Clerk mentioned this had been circulated to each member. Noted.
- v) **'Road Closed' signs:** Proposed by Cllr deLauney, seconded by Cllr Tillotson and RESOLVED UNANIMOUSLY to RECOMMEND the Town Council to purchase, via Telford & Wrekin Council, three 'Road Closed' signs at a total cost of £282.00 + VAT for future use with civic events in Wellington.

86/11 Finance

- i) To agree receipts for October 2011: £2,220.87. Agreed.
- ii) To agree payments for October 2011: £25,993.26 (gross). Agreed.
- iii) To agree payments to date for November (circulated at the meeting): £12,199.84. (gross).
- iv) To receive details of Petty Cash payments for October 2011: £167.23 (gross). Agreed.
- v) To receive details of Receipts/Payments compared with budget as at 31st October 2011. Comparative figures were provided to the Committee and agreed.
- vi) **Budget 2012/2013:** The Clerk had circulated a copy of the draft budget for each Council member following which a lengthy discussion took place. Members agreed a meeting with political groups were now required to finalise the draft budget for approval by the January Council.
- vii) **To receive the report of the Internal Auditor:** Each member received a copy of the report of the Internal Auditor dated 7th November. This included a satisfactory assessment of risk involved in achieving their corporate objectives. Noted and agreed.

87/11 Town Council's bank

The Clerk identified various difficulties he had experienced on three separate occasions with the National Westminster Bank. These had culminated in a proposal to levy unwarranted bank charges for October and November. He had met with their Business Director for Shropshire & Staffordshire and circulated a letter to members outlining how the bank proposed to improve their service. The Clerk had obtained terms for the provision of banking services from Barclays Bank in Wellington. Following discussion, members RECOMMENDED the continuance with National Westminster Bank for a period of six further months, after which another review would be required. If another incident of bad service arose, the Council accept the invitation from Barclays to become their bankers.

88/11 Risk Assessment and Management Report 2011/2012

Proposed by Cllr deLauney, seconded by Cllr Tillotson, and RESOLVED UNANIMOUSLY to RECOMMEND the Town Council to approve their Risk Assessment and management Report for 2011/2012, a copy of which had been circulated to each committee member. Authority was also given to the Clerk, Chairman and Mayor to sign the Internal Audit Review checklist.

89/11 Town Council toilet refurbishment at the Civic Centre

The Clerk reminded members of the letter he had circulated outlining the delay in opening of the new Civic Centre building. This would further delay the improvement proposals for their kitchen and toilets. Noted with regret.

90/11 To consider and approve the recommendations of the meeting of the Personnel Sub-Committee of 6th December 2011

The Clerk made a verbal report outlining the recommendations of the Sub-Committee. These were approved unanimously for endorsement by the Town Council.

91/11 To consider recommending the Town Council to rent a franking machine to reduce increasing postage costs

The Clerk mentioned the ever-increasing cost of the Town Council postage and had obtained quotations for an office franking machine. It was then proposed by Cllr Chaplin, seconded by Cllr Riley and RESOLVED UNANIMOUSLY to RECOMMEND the Council to accept the offer of Pitney Bowes for a thirty day no obligation trial period of their recommended machine, following which a further report back to the Town Council would be made by the Town Council would be made by the Town Clerk.

92/11 To receive urgent matters for information only

None.

93/11 To agree date and time of next meeting

The next meeting would be held on Tuesday, 10th January 2012 at 6:30pm.

Signed
10th January 2012